

REPORTS INVENTORY

CONTROL NO.

DDS/OF-011

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Report of Selected Balances for Stating Budget Results on the Accrual Basis (BA-6727) Construction (only)

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

☒ FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

2

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

☐ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Dept. of Treasury, Transmittal

Letter No. 18, 36 and 49

Printed format

10. PREPARING COMPONENT (include lowest level contributing information to report)

S&AS, Accounts Div.

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	COST PER YEAR
GS-04	\$2.81	1/10	\$.46	12	\$5.52

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR					\$ 5.52

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100014-1

SECRET

Classification